

# OFFICER DECISION NOTICE



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This notice is to be used for the following types of officer decisions. (Select one option).

**A.** Decisions taken by officers under a specific express delegation from Council or a Committee.

**B.** Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

<b>1. Title of decision:</b>	Housing Standards Enforcement Policy Update – Discretionary Licensing
<b>2. Date of the decision:</b>	27 February 2026
<b>3. The decision maker:</b>	Acting Assistant Director for Planning, Transport and Public Protection

#### 4. Decision details:

The Housing Standards Enforcement Policy states how the Council will fulfil its functions in the Housing Act 2004, in relation to temporary exemptions from the licensing requirement.

The Council has determined to amend the policy from

#### **Policy – discretionary licensing schemes**

The Council will review the need for additional and selective licensing scheme in accordance with the Council’s Corporate Plan. The mandatory scheme aims to tackle the highest risk properties and this will require significant resources. It is therefore intended to keep under review the need for further discretionary schemes and put into place a system for the collation of evidence to support any such scheme.

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#### **Policy – discretionary licensing schemes**

The Council has designated an additional hmo licensing scheme and proposes to introduce further selective licensing schemes.

We will review the need for additional and selective licensing scheme in accordance with the Council’s Corporate Plan. The mandatory scheme aims to tackle the highest risk properties and this will require significant resources. It is therefore intended to keep under

review the need for further discretionary schemes and put into place a system for the collation of evidence to support any such scheme.

**5. Reasons for the decision:**

The policy is updated to take account of delegations made by committee to make an additional licensing designation.

**6. Alternative options considered (if any) and rejected:**

None

**7. List of open Background Papers:**

There are none

**8. List of confidential or exempt Background Papers:**

There are none

**9. Any other matters taken into consideration:**

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

**Details of the matters taken into account:**

The Regulators code places expectations on consulting stakeholders, a consultation exercise on the extension to licensing took place in the summer of 2024.

**10. Legal considerations**

The Housing Act 2004 and associated regulations give a duty for the Council to operate a licensing scheme for houses in multiple occupation of a certain description, those with 5 or more occupants. Additional powers are in place for the Council to designate discretionary

licensing schemes. A formal designation has been made, which is to come into force on 1 March 2026.

Having an up to date enforcement policy allows for robust enforcement decisions.

**11. Financial considerations**

No significant financial implications are envisaged from this decision

**12. Internal consultations**

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

<b>13. The name of the Committee:</b>	Housing Neighbourhoods and Leisure
<b>14. Date of the meeting:</b>	14 March 2018
<b>15. Minute number:</b>	26(2)
<b>16. The delegation given by the Committee:</b>	<p>That the Head of Planning, Development and Regulatory Services, in consultation with the Head of Legal and Democratic Services, be authorised to discharge the Council's 48 duties and powers under the Housing and Planning Act 2016 and The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 along with subsequent Regulations and Orders as well as policies and procedures related to this legislation.</p> <p>The Housing Standards Enforcement Policy adopted at this meeting also states</p> <p>"Minor changes to policy delivery may be required from time to time. The Head of Planning, Development and Regulatory Services has delegated authority to make changes, which do not affect the broad thrust of policy direction. This will enable changes to policy delivery to be accommodated and best practice to be included without a formal re-adoption process."</p>
<b>17. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	N/A
<b>18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	Head of Legal and Democratic Services

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